

6-19-1975

Preliminary Inauguration Plans

University of Texas at Tyler

TYLER STATE COLLEGE

100 E. BERTA

TYLER, TEXAS 75701

VICE PRESIDENT FOR ACADEMIC AFFAIRS

TELEPHONE 214 595-0711

June 19, 1975

TO: Inauguration Committee

FROM: Honorable C. Quentin Abernathy
Gerald L. Morris

SUBJECT: Preliminary Inauguration Plans

The following details are to be considered for discussion purposes. Additional ideas may be added, changes can be made, and items can be deleted.

The present plan is to inaugurate James H. Stewart, Jr., president of Texas Eastern University, at 2:00 P.M. on Saturday, March 27, 1976. The inauguration ceremony is scheduled to be held in Harvey Hall, Tyler, Texas which has been reserved. Immediately following the ceremony a reception will be held in the Rose Garden Center, Tyler, Texas which has been reserved.

I. The Committee

The Inaugural Committee is composed of:

1. C. Quentin Abernathy, Co-Chairman
2. Gerald L. Morris, Co-Chairman
3. Donald M. Anthony
4. John Fletcher
5. Patricia Gajda
6. Paxton Hart
7. Kenneth Muckelroy
8. John Sawyer
9. Frank Smyrl
10. Evelyn Sowell
11. Archie Whitfield
12. A student to be selected later

Assistance could be obtained from other individuals who are not directly associated with Texas Eastern University. Some examples are:

1. Mr. Henry Bell
2. Mr. Ralph Spence
3. Mayor of Tyler

4. County Official
5. State Official

II. The Ceremony

The ceremony itself should last between 1 hour and 1 1/2 hours and should include:

1. Processional
2. Music
3. Invocation
4. Welcome and Introductions
5. Greetings to Dr. Stewart from various groups
 - a. Regents
 - b. Faculty
 - c. Student Body
 - d. Junior College Administration
 - e. Senior College Administration
 - f. Coordinating Board
6. Investiture
7. Inaugural Address by Dr. Stewart
8. Introduction of Speaker
9. Invited Address
10. Benediction
11. Recessional

III. Special Events

Consideration will be given to coordinating one or more special events to coincide with the week of inauguration. Some possibilities are:

1. President's Ball
2. Luncheon Before Ceremony
3. Dinner After Ceremony
4. Special Entertainment - Before or Following Inauguration

IV. Other Considerations

Some special items which need to be considered are:

1. Proclamation By Mayor During Week Preceding Inauguration
2. Special Recognition by President's Civic Club During Week Preceding Inauguration
3. University Mace
4. Special Inaugural Medallion
5. Special Military Honor Guard
6. Band For Ceremony
7. Special Photographer
8. Transportation by Student Drivers
9. Student Clerical Assistance
10. Part-Time Secretarial Assistance

V. Subcommittees

Name of Subcommittees	Chairman
1. Invitations and Registration	Gajda
2. Hospitality and Transportation	Student
3. Inaugural Procession	Fletcher
4. Inaugural Ceremony	Anthony
5. Reception	Sowell
6. Civic Coordination	Whitfield
7. Printing and Mailings	Hart
8. Symbols and Historical	Smyrl
9. Special Events and Music	Muckelroy
10. Financial Committee	Sawyer

VI. Budget